Strathcona
REGIONAL DISTRICT

990 Cedar Street, Campbell River, BC, V9W 7Z8

STAFF EXPENSE CLAIM FORM
EXEMPT STAFF

NAME: Shaun Koopman

DATE: 03/24/2026

ADDRESS: [redacted]

PURPOSE OF CLAIM: Mileage Reibursement

Date	Description of Expense (include from & to" for km's traveled)	Expenses $ Amount	Kilometers Traveled Paved	Unpaved
03/19/2026	Personal vehicle use to and from JIBC New West Campus CISM 1010		394	
	March 19-20 2026 Defusing Crisis course			
	Dinner			
	Subtotal 31.46			
	GST 1.16			
	PST 0.02			
	Total	32.64		
	Return ferry trip (put on personal card due to Fraud flag on corporate card)	89.50		
FORMULAS - PLEASE LEAVE AS IS	SUB-TOTAL	$ 122.14	394	0
	RATE/KM	n/a	$ 0.73	$ 0.85
	TOTAL CLAIM	$ 122.14	$ 287.62	$ 0.00
		(a)	(b)	(c)

(a+b+c)

REFER TO STAFF TRAVEL POLICY FOR TRAVEL CLAIM EXPECTATIONS

1. **Commercial Accommodation => Actual Cost @ Gov't Rates**
2. **Non-Commercial Accommodations => $35/night**
3. **Per Diem & Meal Allowance => $125/day**
   Rate Breakdown:
   - Breakfast -> $20
   - Lunch -> $25
   - Dinner -> $35
   - Incidentals -> $45 (for trips in excess of 24 hrs only)
4. **All other expenses => Actual Cost**

TOTAL EXPENSES	$ 409.76
Less Advance Acct 01-3-000-649	$
NET CLAIM	$ 409.76

"I hereby request reimbursement of these expenses and certify that they were incurred as a result of travel on Strathcona Regional District business and that I will not be reimbursed for them by any other party."

SIGNATURE OF PERSON MAKING CLAIM

03/24/2026
DATE

Approved for Payment	01-2-272-320 Account No.	Vendor No.